

Catalog Definitions Documentation

PeopleSoft Module: Services Procurement

COURSE	COURSE DESCRIPTION	NOTES / COMMENTS
SP2	Course Name: Services Procurement for Vendors	
	Course Short Name:	
	Course Description:	
	Suppliers will use the Edison Supplier Portal as the gateway for communicating with the State regarding contingent service contracts. This course will teach Suppliers how to maintain Service Provider and Service Provider Contact information, as well as, how to add new Service Providers. This course also teaches how to view Work Orders, enter Timesheets, enter Expenses, and approve Invoices.	
	Intended Audience:	
	External Service Coordinators who manage processes for the Supplier. External Independent Service Providers who are Suppliers registered with the State who act as and manage the processes and provide the service. External Service Provider Contacts who can log time or progress, respectively, against the Work Order. External Service Providers who provides services for the State. Service Coordinators who will work with external Service Provider Contacts and Service Requesters to fill approved service Requisitions.	
	Course Duration: ½ Day	
	Prerequisites:	
	Delivery Method: Web	
SP2	Course Objectives:	
	Upon completion of this course, you will understand: Maintain Contact Information <ul style="list-style-type: none"> • Maintain Service Provider information • Add a new Service Provider • Maintain Service Provider Contact information 	

	<p>Submit and Manage Bids</p> <ul style="list-style-type: none">• Submit a bid• Create a bid response• View outgoing bids <p>Manage Interviews and Work orders</p> <ul style="list-style-type: none">• View and confirm an interview schedule• View a Work Order <p>Manage Timesheets and Expenses</p> <ul style="list-style-type: none">• Enter a timesheet• Enter Expenses <p>Approve Invoices</p> <ul style="list-style-type: none">• Approve an Invoice	
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